

ROUTING AND TRANSMITTAL SLIP		Date
		9 January 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/OIS	<i>B</i>	
2. D/OIS		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
X As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

*Bin*  
 I don't know if this box is  
 the place to raise item B. I'd  
 like to get the S+P portions  
 of + have both arms +  
 [redacted] ISC + working fully +  
 [redacted] hly before "reaching" +  
 touching" some more.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

C/IRMD

Room No.—Bldg.

Phone No.

ADMINISTRATIVE - INTERNAL USE ONLY

9 January 1985

MEMORANDUM: Director of Information Services

THROUGH: Deputy Director of Information Services

FROM:   
Chief, Information Resources Management Division

STAT

SUBJECT: One-on-One Session with the DDA on 10 January 1985

1. The Information Resources Management Division proposes two items for your discussion with the DDA on 10 January: additional comments on the DI's interest in our component survey capability and a proposal to bring component information management officers under the operational control of OIS.

2. Discussion of the DI's interest in our survey capability should cover the following points:

- The interest was generated because the Director of OIA recommended to Dick Kerr that other DI offices take advantage of IRMD's survey capabilities. D/OIA then sent a memo (see Attachment A) to Helene Boatner and raised the matter at a DI staff meeting.
- IRMD did a complete survey of OIA's information management program last fall (all 10 elements of the program--micrographics, forms, security classification, vital records, etc.), resulting in 18 recommendations for change. OIA plans to adopt all of these recommendations, but needs some help in implementing them.
- Earlier IRMD office surveys focused on specific problems, e.g., mail distribution problems, re-organization of registries, etc. We have trained some of our personnel in survey techniques and a large part of our success in OIA is attributable to the professionalism of our auditor,
- We will try to do four surveys during this fiscal year. IRMD would like to survey ORD next, because we need to know more about their information needs since we will be servicing them through the Ames Building Information Services Center.
- Members of IRMD will brief DI administrative or executive officers on our survey capabilities and try to get information on DI component needs. We might be able to survey two or three DI components this year.
- The division hopes to double its audit capability in FY 86 if two positions are approved.

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- The real solution to component information management needs lies with better trained and dedicated component IMOs who can address their problems. The programs we are developing for associate IMOs, certification of these officers, and more direction of their activities, will help us achieve this capability.

3. To make the Information Management Program more responsive to Agency needs, IRMD is proposing that the direction of directorate and component RMOs be placed under OIS management. (A more complete discussion of the rationale for this change is provided at Attachment B) We believe:

- That component IMOs should be placed under the operational control of their directorate IMOs and the directorate IMOs, in turn, be directly responsible to Chief, IRMD.
- That the change will make the IMOs more responsive to the Agency's information management needs. It will also ensure that MI careerists are properly utilized and will help in meeting office priorities.
- That IMOs currently are too heavily involved in FOIA, registry management, and other duties. As a result, our information management program suffers because we cannot depend on IMOs to carry out our priority objectives.
- That associate IMOs should be assigned to the directorate level to assist the IMOs in meeting their information management objectives, as well as their FOIA responsibilities. At the same time, we would like to have dedicated IMOs in every major component and, where necessary, use one IMO to serve two or more smaller components.
- That the DO experience shows that this arrangement can work and that components can still ensure that particular component needs are met. The change was possible in the DO because the DDO supported the change, and most people seem to think that the system works well.
- That the program should begin in the DA on an experimental basis and gradually be expanded to other directorates. For example this year, it might be possible for Chuck Moyer to be given direct supervisory responsibility over an IMO who handles the information management needs of O/DDA and OIS to test the concept.

4. Let us know if you have any questions about any of these items or want clarification on any of them.



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Attachments  
As stated

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A

4

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OIS Survey of OIA

FROM:

Director, Imagery Analysis

EXTENSION

NO

DATE

28 Dec 84

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/MPS/DI  
2F42 Hqs.

Bj

STAT

Wayne mentioned this  
at the DSI Staff  
meeting - at my request -  
and encouraged others  
to take the same  
route.

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OIA-216/84  
28 December 1984

MEMORANDUM FOR: Director, MPS/DI  
FROM: Director, Imagery Analysis  
SUBJECT: OIS Survey of OIA

*Helene,*

1. Last summer I requested that the Office of Information Services conduct a survey of OIA. My intent was to identify ways we could reduce our files, and to a lesser degree, check and see how we could improve our registry operations. Cleaning up our files would hopefully gain us some necessary space for analysts, and I wanted our registry to be less dependent on NPIC and ready to operate effectively when we move to Headquarters.

2. The results of the survey (attached) were quite revealing. First was the fact that our "registry" really wasn't operating as a typical DI office registry. It was a conduit with little document control and part film library. Second was the survey members' impression that we could either destroy or send to  about one-third of our files. We plan to act soon on just about every OIS recommendation, and plan to hire an annuitant to help us implement the necessary changes.

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3. The reason I am telling all of this to you is that I raised the matter with Dick K., and he told me to pass the info to you. Apparently among all of your other responsibilities you are charged with records management for the Directorate. ~~You may want to outline the services OIS offers at an upcoming DI staff meeting to make sure the other offices know of them.~~ This is particularly important as the crowding gets worse at Headquarters. And, other offices might want to see if they can streamline their registry functions and determine whether or not they are adhering to the Agency's numerous--and sometimes surprising--document control regulations.

STAT

  
Wayne V. Strand

Attachment:  
a/s

Distribution:  
Original - Addressee (w/att)  
1 - DI/OIA/ODIR (w/att)

DI/OIA/WTStrand:  (28 Dec 84)

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B

OIS MANAGEMENT OF AGENCY INFORMATION MANAGEMENT OFFICERS

PROPOSAL

Place component IMOs under operational control of their respective Directorate IMO.

Place Directorate IMOs under operational control of C/IRMD.

Transfer IMO positions in MI Career Sub-Group to OIS.

WHY

IRMD depends on Directorate and component IMOs for implementation of the Agency's Information Management Program. Currently, IMOs throughout the Agency are having to spend too much time on FOIA/PA, registry, and other duties, leaving little time to devote to the 10 Agency-wide information management programs required by law, executive orders, and regulations. To ensure the legal and effective management of Agency information, an IMO should devote full time to information management duties.

HOW

In addition to changing the supervisory controls for component and Directorate IMOs, IRMD envisions the following changes in the current structure to achieve dedicated IMOs in Agency components:

1. Assigning Associate IMOs to the Directorate IMOs and the DCI Area IMO so one can handle FOIA/PA duties and the other information management duties.
2. Removing registry and FOIA/PA duties from component IMOs.
3. To have the flexibility to assign an IMO to one or several components depending on the workload, it would be helpful if the IMO positions in the MI Career Sub-group were transferred to OIS, as is being done for the Information Service Center positions.

Start in DA on an experimental basis. Expand to other Directorates once concept is established. DO has successfully operated with this type of arrangement for several years.



#### ADVANTAGES

Provide more efficient management of the Agency's information resources.

Ensure that information maintained is more responsive to Agency needs.

Provide centralized professional management of IMO positions.

To ensure that component IMOs are fully occupied with information management duties, it may be necessary to have an IMO serve two or more small components (i.e., some geographical offices in the DI), resulting in fewer IMO positions in the Agency.

OIS will be better able to ensure proper utilization of MI careerists.

#### DISADVANTAGES

Although this proposal would provide improved professional management, this may be partially offset by the difficulty of a central office to keep in touch with current office requirements.

Component reluctance to give up positions and direct control of IMOs.